



Muscogee (Creek) Nation
Human Resource Management Services

Employee Requisition

PO BOX 580
OKMULGEE, OK 74447
Telephone (918) 732-7827
Toll-Free (800) 482-1979
Fax (918) 756-2284

Submitted Date 09/07/2016	Employee Requisition Number	JOB OPPORTUNITY	
Title/Position: CUSTODIAN-MAINTENANCE			
Pay Grade SG 7	Salary Range \$22,380-29,161	Classification Full Time	
Department: FACILITIES	Location: Okmulgee	Location Code: 53	FT/PT 1-Full Time

COMPLETED EMPLOYMENT APPLICATION IS REQUIRED.
MUSCOGEE (CREEK) AND INDIAN PREFERENCE.

General Summary:	The Maintenance Worker/Custodian performs daily maintenance and repairs for Tribal buildings and Tribal properties, including lawn care. Also, assist with the night janitor daily routines.
Principal Duties and Responsibilities:	Minor repair of electric, plumbing, hang/finish drywall, carpentry, floor and ceiling tiles. General lawn care; mowing with push mower, tractor, trimmer, and weed eaters. Performs janitorial duties; vacuuming, dusting, mopping, cleaning carpets, and wiping windows. Other duties range from changing light fixtures, painting, moving and assembling furniture. Shall perform any and all other duties as assigned. Safely operates a Tribal vehicle and complies with regulations governing vehicle use. Must adhere to all applicable safety rules and regulations. Shall exercise good public relations with citizens, visitors and employees.
Minimum Requirements:	High School Diploma or GED with 5 year experience in building maintenance, using power tools and lawn care.
Preferred Requirements:	Native American Preference. Citizen of a federally recognized tribe.
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses required:	

Competencies:

Customer Service: Responds promptly to customer needs.

Interpersonal Skills: Maintains confidentiality; Keeps emotions under control.

Oral Communication: Speaks clearly and persuasively in positive or negative situations; Participates in meetings.

Written Communication: Writes clearly and informatively; Able to read and interpret written information.



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Teamwork:	Balances team and individual responsibilities.
Visionary Leadership:	Inspires respect and trust.
Ethics:	Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
Organizational Support:	Follows policies and procedures; Supports organization's goals and values.
Quality:	Demonstrates accuracy and thoroughness.
Quantity:	Completes work in timely manner.
Safety and Security:	Observes safety and security procedures.
Attendance/Punctuality:	Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
Dependability:	Follows instructions, responds to management direction.

Physical Demands:

While performing the duties of this Job, the employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move:

- ☒ Up to 50 lbs. ☐ Up to 100 lbs. ☐ Over 100 lbs.
☐ Physical Exam Required

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job.

While performing the duties of this Job, the employee is regularly exposed:

- ☐ Fumes or airborne particles ☒ Outside weather conditions ☒ Toxic or caustic chemicals
☐ Risk of electrical shock ☐ Vibration ☐ Loud Noise

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Public Relations:

Important attributes of any employee of the Muscogee Nation, along with the official performance of duties, are personal appearance and public relations. Each employee is expected to make every effort to be well-informed about the institution, pleasant, courteous and cooperative, and to act in a manner to command respect of co-workers and all other personnel. An optimistic attitude, patience and tolerance will help each employee in nearly all situations at the institution.